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| **✓** | **DESCRIPTION OF ACTIVITY OR CHORE** | **DURATION** | **✓** | **DESCRIPTION OF ACTIVITY OR CHORE** | **DURATION** |
|   | Making out a grocery list |  |   | Unloading groceries |  |
|   | Cooking, preparing meals |  |   | Cleaning up just before children arrive and after children leave |  |
|   | Laundry (washing, drying, folding, putting away) |  |   | Loading dishwasher (emptying dishwasher) |  |
|   | Online research, webinars, visiting child care forums, and this blog!) |  |   | Cleaning toys, rotating toys, putting away and organizing toys |  |
|   | Record keeping, entering data into Minute Menu software, working on taxes |  |   | Baby/child proofing home |  |
|   | Parent meetingsName:Time:Subject |  |   | Office work, filing, writing emails to parents, photo copying, writing newsletters, creating and updating your website/blog |  |
|   | Cleaning finger prints off sliding glass doors/windows |  |   | Writing contracts and policies |  |

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| **✓** | **DESCRIPTION OF ACTIVITY OR CHORE** | **DURATION** | **✓** | **DESCRIPTION OF ACTIVITY OR CHORE** | **DURATION** |
|   | Talking to parents on the phoneName:Time:Subject: |  |   | Building a business website:Adding or changing contentWriting PostWeb theme work, photography, etc. |  |
|   | Communicating with parents via email or social media sites like Facebook, Twitter, etc. |  |   | Promoting business on Craigslist and other online classified ad websites |  |
|   | Food Program paperwork |  |   | Conducting activities for local family child care association in home |  |
|   | Reading magazines to find recipes |  |   |  Workspace organizing |  |
|   | Collecting items around the home for craft projects |  |   | Planning and preparing children's activities (lesson plans, home decorations) |  |
|   | Decorating playroom for themes and special days |  |   | Putting together a daycare scrapbook or photo album |  |